

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

1/21/2011	Section M: Calendar and Fiscal Year- End Processing

[Topic 1: Processing 1099 Vendor Information, V2.4]

Revision History

Date	Version	Description	Author
1/21/2011	2.4	10.04.00 – Add 1099-MISC re-print instructions.	D. Ochala
07/06/2010	2.3	10.02.00 – 1099 indicator '9' (Direct Sales) is obsolete - delete. Add support for 'D' (Section 409A Deferrals) and 'E' (Section 409A Income). Update <i>Select Printer</i> screens.	D. Ochala
12/11/2008	2.2	08.04.00 – Added duplicate <i>SSN/EIN merge</i> and <i>F8 print</i> option information and instructions.	C. W. Jones
03/24/2008	2.1	08.01.00 – Added 1099 vendor status change information to the Overview.	C. W. Jones
12/26/2007	2.0	07.04.00 – Updates to screenshots only, procedures unchanged.	C. W. Jones

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Overview

* * * ATTENTION * * *

These instructions apply <u>ONLY</u> to school districts and systems filing FORM 1099-MISC statements for vendors.

If the Form 1099-MISC statements are created in PCGenesis, the information must be submitted to the Internal Revenue Service (IRS)/Martinsburg Computing Center (IRS/MCC) on magnetic media or electronically via the Filing Information Returns Electronically (FIRE) system. PCGenesis runs this procedure <u>three times</u> to produce the Recipient, State, and Employer copies of the 1099 forms.

Remember! This is a calendar year-end procedure. <u>ALL</u> 1099 payments must be paid <u>AND</u> entered into *PCGenesis by December 31 of the current calendar year.*

Expenditure details associated with a 1099 vendor may contain amount indicators.

The following processing guidelines apply to processing 1099 vendor information:

System Control Information: The *IRS 1099 Control Information* screen identifies school district/system-specific 1099 vendor filing information and includes valid amount indicators and third party agent information. Validate and update this and the yearly filing information as needed.

Vendor Maintenance: Section C: Vendor File Maintenance provides detailed information for maintaining PCGenesis vendor information. For 1099 vendors, a response and an entry are required in the 1099 (Y/N) and the Name Control fields. When changing a vendor's 1099 status from 'Y' (Yes) to 'N' (No) on the Vendor Maintenance screen, PCGenesis now automatically deselects all claims for that vendor for 1099 processing and removes the 1099 flag indicator from the corresponding claims. The added measure of deselecting the claims prevents a fatal error during 1099 processing. Additionally, PCGenesis displays the following warning message indicating the same:

1099 St	atus Change
(į)	The 1099 status has been changed from 'Y' to 'N' for vendor 12.
	Claims for vendor 12 in calendar year 2008 will be deselected for 1099 processing.
	Select OK to save changes anyway. Select CANCEL to redisplay the screen.
	Cancel

Journal Voucher and Claims Maintenance: 1099 vendor journal voucher and claims maintenance includes validating the 1099 amount indicators and the line item details. PCGenesis does not allow modifications to cancelled 1099 claims or to non-1099 vendor claim/journal voucher information using the 1099 vendor processing procedure.

1099 Vendor Edit Listing: The *Edit Listing* provides vendor details in either name or vendor number sequential order. After correcting the errors and reprinting the *Vendor Edit Listing*, compare the results to the *1099-MISC* forms to ensure accuracy.

Georgia Department of Education Dr. John D. Barge, State Superintendent of Schools January 21, 2011• 10:02 AM • Page 1 of 58 All Rights Reserved. **Amount Indicators:** 1099 processing allows the use of amount indicators. The *IRS 1099 Control Information* screen and all 1099 reports, edits, and processing screens in PCGenesis includes these indicators for use when coding expense and journal entry lines.

Amount Code	Amount Type	
1	Rents	
2	Royalties	
3	Other Income, Prizes and Awards	
4	Federal Income Tax Withheld (Backup Withholding)	
5	Fishing Boat Proceeds	
6	Medical and Health Care Payments	
7	Non-Employee Compensation	
8	Substitute Payments in Lieu of Dividends or Interest	
Α	Crop Insurance Proceeds	
В	Excess Golden Parachute Payments	
С	Gross Proceeds Paid to an Attorney	
D	Section 409A Deferrals	
Ε	Section 409A Income	
The IRS provides detailed instructions for the <i>Form1099-Misc</i> at:		
http://www.irs.gov/instructions/i1099msc/index.html.		

Form 1099-MISC Statements Amount Indicator Table

IRS 1009 Magnetic Media Processing

<u>System Magnetic Media Contact Information</u>: In addition to the reporting agency's telephone number, 1099 processing also prompts for the contact name and an E-mail address when users create the 1099 magnetic media file. Although the information exists from a previous 1099 *CONTROL* file, verify the information is in fact correct. Where appropriate, a 1099 file indicator is also available if the IRS/MCC was unable to process a previously submitted file.

In addition to diskette submission, users may also submit the 1099 file electronically through the *Filing Information Returns Electronically (FIRE)* system. Although the Technology Management Customer Support Center <u>does not</u> offer technical support for this procedure, *IRS Publication 1220* at: <u>http://www.irs.gov/pub/irs-pdf/p1220.pdf</u> provides the instructions for using the *FIRE* system and for submitting the 1099 file electronically. The *IRS/ECC Information Reporting Customer Service Section (IRP/CSS)* provides user support for the *FIRE* system. Contact the IRS via e-mail *(mailto:* <u>mccirp@is.gov)</u> or via telephone at (866) 455-7438.

<u>FORM 1099-MISC Magnetic Media (Diskette) Submission Requirements</u>: To submit FORM 1099-MISC information via magnetic media, the school district/system Internal Revenue Service (IRS) Form 4419 - Application for Filing Information Returns Magnetically/Electronically must be on file with the IRS. The IRS provides detailed instructions for magnetic media submission and Form 4419 at: <u>http://www.irs.gov/pub/irs-pdf/p1220.pdf</u>. Submit the form at least thirty (30) days before the due date of tax returns for the current calendar year. When approved by the IRS to file FORM 1099-MISC information via magnetic media or electronically, the IRS assigns a five-digit alphanumeric Transmitter Control Code (TCC). Enter this code on the PCGenesis IRS 1099 System Control Information screen.

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Internal Revenue Service (IRS) Publications: Refer to IRS *Publication 1220 - Specifications for Filing Forms 1098, 1099, 5498 and W-2G Magnetically or Electronically with IBM 3480, 3490, 3590, AS400 compatible tape cartridges* at: <u>http://www.irs.gov/pub/irs-pdf/p1220.pdf</u>.

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1099 Vendor Information Processing Checklist

	Complete these steps in the order provided.					
\checkmark	Step	Action				
	1	Update the IRS 1099 Control Information screen.				
	2	Add new 1099 vendor information.				
	3	Update existing 1099 vendor information, where appropriate.				
	4	Print the 1099 Vendor Edit Listing.				
	5	Mass update 1099 vendor claims as needed.				
	6	Perform 1099 Accounts Payable (A/P) claims maintenance by identifying the 1099 claims.				
	7	Perform 1099 Accounts Payable (A/P) journal voucher maintenance by identifying the journal entry posted 1099 claims.				
	8	Print the 1099 Details Edit Listing. If there are errors, correct the errors and generate the report again to ensure accuracy. Repeat this process as often as needed.				
	9	Perform 1099 Accounts Payable (A/P) claims maintenance, where appropriate.				
	10	Print the 1099-MISC forms.				
	11	Compare the results of the 1099 Details Edit Listing to the 1099 forms to ensure the results are the same and are accurate.				
	12	Create the 1099 magnetic media file.				
	13	Copy the 1099 magnetic media file to diskette.				

Procedure A: Display/Update 1099 System Control Data

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:

Step

2

	DCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	- BX
	Financial Accounting & Reporting MAS	FER1
	FKey Master Menu	
	1 Budget Account Master Menu	
	2 Purchase Order Processing Menu	
	3 Claim Processing Menu	
	Vendor Check Processing Menu	
	5 Revenue Account Master Menu	
	6 Accounts Receivable Processing Menu	
	Receipt Processing Menu	
	Cash Management & Investment Management Menu	
	9 Financial Reporting & Month/Yr-End Close Menu	
	10 Account Master Description File Menu	
	11 General Ledger Account Master Menu	
	12 Year End Processing Menu	
	13 Special Functions Menu	
	14 Vendor Master Menu	
	15 Source Master Menu	
	File Reorganization	
	Master ^{Ilse} list 07.4	33.00
Action		
Action		
12		
Select 2	(F12 - Year End Processing Menu).	

D PCG E	0ist=8991 Rel=05.04.00) 10/18/2007 CJD 001 Financial Accou	C:WEVSYS C:\SECO	ND	
	FKey Calendar Year E 10 IRS 1099 Pr	Year End Pr nd Processing: ocessing Menu	ocessing Menu		
	Fiscal Year End 27 Transfer Op	Processing: en P.O.'s to New Year			
	Audit Departmen 28 Expenditure 29 Revenue Sa	t: Sampling mpling			
Master ^{Use} list ric D D	Werga				07.02.00

Select **10** (**F10** - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:

Step

Step

Ac

3

FKey IRS 1099 Processing Menu 1 1099 A/P Claims Mass Update 2 1099 JAP Claims Maintenance 3 1099 Journal Voucher Maintenance 5 1099 Vendor Edit Listing 6 1099 Details Edit Listing 10 Print 1099-MISC Forms 11 Create 1099 Export File 3 Display/Update 1099 System Control Data 15 Vendor File Maintenance

4	Select 13 (I	1 3 - Display/Update	e 1099 System	Control Data).
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PCG Dist=8991 Rel=10.02.00 04/12/2010 DOD 001 SV C:\DEVSYS C:\SEC0
FARPM110 ***** IRS 1099 CONTROL INFORMATION *****
Name: <u>SMITH CITY BOARD OF EDUCATION</u> Address: <u>102 MAIN STREET</u> City: <u>SMITH</u> State: <u>GA</u> Zip: <u>33333</u>
Filing Information For What Year: 2019 Federal Employer Identification Number (EIN): <u>998877889</u> Name Control: <u>SNIT</u> Type of Return: A (Misc) Transmitter Control Code (TCC): <u>00001</u>
Amount Indicators (Y/N): 1 - Rents Y 2 - Royalties Y 3 - Other income Y 4 - Fed income tax w/h Y 5 - Fishing boat Y 6 - Medical payments Y 7 - Nonemployee comp Y 8 - Lieu of dividends Y B - Parachute payments N C - Legal services Y D - Section 409A deferrals Y E - Section 409A income Y
Transfer Agent Information Transfer Agent Indicator (Y/N): M Name: Address:
ENTER = Validate, F16 = Exit 10.02.00

Step	Action
5	Verify the defaulting Name, Address , City , State and Zip (Code) field entries are correct, and where appropriate, modify the remaining fields' entries.
6	Enter the year (YY) in the Filing Information For What Year field. The entry in the field must correspond with the tax year in Box 4 of Form 4419 – Application for Filing Information Returns Magnetically/Electronically.
7	Enter the Employer Identification Number (EIN) in the Federal Employer Identification Number (EIN) field. The entry in the field must correspond with Box 3 of Form 4419 and the EIN listed on the Federal Income Tax (FIT) Table screen. Refer to the <u>Payroll System Operations Guide</u> , Section I: Special Functions, Topic 9: Tax Tables/Withholding/Control Information Processing for the instructions to access this screen.
8	Refer to the <i>Internal Revenue Services (IRS) Publication 1220</i> for instructions regarding the entry in the Name Control field.
9	Verify A (FORM 1099-MISC) displays in the Type of Return field.

Step	Action
10	If reporting via Magnetic Media/Third Party Vendors: Enter the appropriate transmit control code in the Transmitter Control Code field.
	The Internal Revenue Service (IRS) assigns the Transmitter's Control Code (TCC) when approved for magnetic media submission (Form 4419).
11	Refer to the <i>Internal Revenue Services (IRS) Publication 1220</i> for a definition of the codes in the Amount Indicators (Y/N) fields.
	Form 1099-MISC Statements Amount Indicator Table
Amount Indicator	Amount Indicator Description
1	Rents
2	Royalties
3	Other Income, Prizes and Awards
4	Federal Income Tax Withheld (Backup Withholding)
5	Fishing Boat Proceeds Medical and Health Care Desimants
0 7	Medical and Health Care Payments
8	Substitute Payments in Lieu of Dividends or Interest
Δ	Cron Insurance Proceeds
B	Excess Golden Parachute Payments
C	Gross Proceeds Paid to an Attorney
D	Section 409A Deferrals
Е	Section 409A Income
The IRS	provides detailed instructions for the <i>Form1099-Misc</i> at:
<u>http://www</u>	v.irs.gov/instructions/11099msc/index.ntml.
12	For Third Party Vendors: Enter Y (Yes) or N (No) in the Transfer Agent Indicator field.
	If the school district's or the system's 1099 file transmission is from any location other than the central office, enter Y (Yes) in the field and the agent's information in Step 8, Step 10, and Step 13.
13	For Third Party Vendors: Enter your school district's transmittal agent information in the Name, Address, City, State, and Zip (Code) fields.
	When entering Y (Yes) in the Transfer Agent field, make corresponding entries within these fields.
14	Select Enter (Validate).

PCG Dist=8991 Rel=10.02.00 04/12/2010 DOD 001 SV C:\DEVSYS C:\SECO
FARPM110 ***** IRS 1099 CONTROL INFORMATION *****
Name: SMITH CITY ROARD OF FDUCATION
Address: 102 MAIN STREET
City: SMITH State: GA Zip: 33333
Filing Information For What Year: 2010 Federal Employer Identification Number (EIN): 998877889 Name Control: SMIT Type of Return: A (Misc)
Transmitter control code (TCC): 00001
Amount Indicators (Y/N): 1 - Rents Y 2 - Royalties Y 3 - Other income Y 4 - Fed income tax w/h Y 5 - Fishing boat Y 6 - Medical payments Y 7 - Nonemployee comp Y 8 - Lieu of dividends Y B - Parachute payments N C - Legal services Y D - Section 409A deferrals Y E - Section 409A income Y
 Transfer Agent Information
Transfer Agent Indicator (Y/N): N
Name: Address:
state: 21p:
ENTER = Update, F16 = Reenter 10.02.00

Step	Action
15	Verify the screen's entries are correct and select Enter (Update) to return to the <i>Financial</i> Accounting & Reporting – IRS 1099 Processing Menu.
	<i>If the information is incorrect, select F16 (Exit), make the appropriate modifications, and select Enter <i>twice</i>.</i>

	c	PCG Dist=8991	Rel=05.04.00	10/18/2007 CJD 001	C:\DEVSYS C:\SECOND			
		FKey		IRS 1099 Pr	ocessing Menu		FHAFFIE	
		1 - 2 - 3 -	- 1099 A/P Clair - 1099 A/P Clair - 1099 Journal	ms Mass Update ms Maintenance Voucher Maintenance				
		5 - 6 -	1099 Vendor I 1099 Details	Edit Listing Edit Listing				
		<u> </u>	Print 1099-MI Create 1099 E	SC Forms Export File				
		<u>13</u> - 15 -	Display/Upda Vendor File M	te 1099 System Contro laintenance	I Data			
		Naster Ise _{list} rec III III IIII					07.02.00	
Step	Action							
16	Select FIG	(F16 - 1	Exit) to	o return to	the Financ	ial Accou	nting &	Reporting – Year End
	Processing M Menu.	<i>Ienu</i> , or s	select	Master (Ma	aster) to ret	turn to the	e Busine	ss Applications Master

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Procedure B: Vendor File Maintenance

B1. Vendor Maintenance

Refer to Section C: Vendor File Maintenance for the instructions to update PCGenesis vendor information.

B2. Printing the 1099 Vendor Edit Listing

Select **12** (F12 - Year End Processing Menu).

	PCG Dist=8991 Rel=0	5.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	- D MASTER1
	FKeu	Macter Nenu	ino En
		haseer hend	
	_1 Budg	et Account Master Menu	
	2 Purch	ase Order Processing Menu	
	<u>3</u> Claim	Processing Menu	
	4 Vend	or Check Processing Menu	
	5		
	6 Accou	nue account master menu unte Beceivable Processing Menu	
	7 Bece	int Processing Menu	
	8 Cash	Management & Investment Management Menu	
		5	
	<u>9</u> Finar	icial Reporting & Month/Yr-End Close Menu	
	10 Accer	Int Master Description File Menu	
	11 Gene	ral Ledger Account Master Menu	
	12 Year	End Processing Menu	
	13 Snec	al Functions Menu	
	14 Vend	or Master Menu	
	15 Sourc	ce Master Menu	
	20 File F	leorganization	
-			97 99 99
Maste	er overlist		07.03.00
FIE			

The following screen displays:

Action

Step

Step

2

1



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	c	PCG Dist=8991 Rel=05.04.00 10/18/2007 CJD 001 C:\DEVSYS C:\SECOND
		Financial Accounting & Reporting FARPP100
		FREY IRS 1099 Processing Menu
		2 1099 A/P Claims Mass Opdate 2 1099 A/P Claims Maintenance
		3 1099 Journal Voucher Maintenance
		5 1099 Vendor Edit Listing 6 1099 Details Edit Listing
		10 Print 1099-MISC Forms 11 Create 1099 Export File
		13 Display/Update 1099 System Control Data
		15 Vendor File Maintenance
	-	1254° 10°22 002
		«/////////////////////////////////////
Step	Action	
3	Select 5 (F5 - 1099 Vendor Edit Listing).

The following screen displays:

PCG Dist=8991	Rel=10.02.00	04/12/2010	DOD 001	SV C:\DEVSY	S C:\SECO B ×
					FARPR104
		1099 Vendor I	dit Listin	g	
	Edit 1:	isting by Vendo	or Number	F1	
	Edit 1:	isting by Vendo	or Name	F2	
F16 = Exit					10.02.00

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Step	Action
4	Select F1 (Edit Listing by Vendor Number) or F2 (Edit Listing by Vendor Name).
	Based on the menu option, "*** Processing by Vendor Number ***" or "*** Processing by Vendor Name ***" briefly display.

PCG Dist=8991 Rel=05.04.00 10/18/2007 CJD 001 C:\DEVSYS C:\SECOND Financial Accounting & Reporting	FARPP188
FKey IRS 1099 Processing Menu	
1 1099 A/P Claims Mass Update 2 1099 A/P Claims Maintenance 3 1099 Journal Voucher Maintenance	
5 1099 Vendor Edit Listing 6 1099 Details Edit Listing	
10 Print 1099-MISC Forms 11 Create 1099 Export File	
13 Display/Update 1099 System Control Data 15 Vendor File Maintenance	
tsw ^{ton} ist	07.02.00

Step	Action
5	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD). Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®- PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
6	Select FIG (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End</i> <i>Processing Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .

B2.1. 1099 Vendor Edit Listing (by Vendor Number) – Example

						-	-								
						=====Pa	ge Brea	K=====							
REPORT	DATE :	10/18/2007	1099	VEND	OR	EDIT	LIS	TIN	G				PAG	5E :	1
REPORT	TIME:	09:57 AM			BY V	ENDOR NUMB	ER						FAF	RPR104	
			SYSTEM:	8991	GADOE	BOARD OF	EDUCATI	ON							
													-		-
	VEIIDOR)	VENDOR						FED TD	SSN/EED TD	NAME	FORETON	*	EDDOD	
VENDOR	VLIDOP	`	VENDOR	ADDRE 33					100 10	338/100 10	NAME	TOREIGN		LINNOR	
NUMBER	NAME			CITY		STATE	ZIP		(Y/II)	(EIN)	CONTROL	(Y/II)	*	CODES	
													*		
000193	VENDOR	000193	0190 VE	ENDOR ST	REET				Y	22222222222222222222222222222222222222	KING	N	* 7	7	
			SMITH			GA	33333						*		
													*		
	VENDOR		04.07 \/								00.00				
000200	VENDOR	000200	0197 VE	ENDOR ST	REET					********	DENH	N	· /	/	
			SMITH			GA	33333						*		
													*		
000243	VENDOR	R 000243	0239 VE	ENDOR ST	REET				Y	555555555555555555555555555555555555555	SMIT	N	* 7	7	
			SMITH			GA	33333						*		

The final page of the report lists 1099 vendor and error totals. The error codes are within the Error Table at the end the printed report, and specific errors display at the far right of the page where appropriate.



Procedure C: Updating Claims and Journal Vouchers for 1099 Processing

C1. Mass Updating 1099 Accounts Payable Claims * * * ATTENTION * * *

These instructions apply to retroactively updating existing records. Identify new 1099 claims as such where appropriate.



1	Select 12	(F12 - Year End Processing Menu).
---	-----------	---

Step

Action

PCG Dist=8991 Rel=05.04.00 10/18/2007 CJD 001 C:\DEVSYS C:\SECOND
Financial Accounting & Reporting EOVP
Fkey Year End Processing Menu
Calendar Year End Processing: 10 IRS 1099 Processing Menu
Fiscal Year End Processing: 27 Transfer Open P.O.'s to New Year
Audit Department: 28 [Expenditure Sampling 29 Revenue Sampling
Надар Кор _{ст}
ction
elect 10 (F10 - Calendar Year End Processing: IRS 1099 Proce

The following screen displays:

Step

Step

Ac

2

3	Select 📃	1 (F1 - 10	99 A/P Claim	s Mass Update).
---	----------	---------------------------	--------------	-----------------

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Step



4	For individual amount types: Select F1 (Select/Deselect Claims for All 1099 Vendors).
	By selecting this option, all 1099's will contain the same amount indicator code.
	For multiple amount types: Select F2 (Select/Deselect Claims by Individual Vendor).

For **Step 4-F1** selections, the following screen displays:



For **Step 4-F2** selections, the following screen displays:

PCG Dist=8991 P	el=10.02.00	04/12/2010	DOD 001	SV C:\DEVSYS	C:\SECO ₽ ×
Select/D	eselect claim	s for Individu	al Vendor.		FARPM101
Enter 10 or leave	999 amount ind: blank to de-	icator (1-8, B select 1099 cl	, C, D, E) aims.	to select,	
1099 Fil	ing year:	18			
1099 Amo	ount indicator	:			
Vendor n Vendor n	number: <u>88888</u> name :	<u>0</u>			
Amount Indicators: 1 - Rents 4 - Fed income 7 - Nonemployee C - Legal servi	tax w/h comp ces	2 - Royalties 5 - Fishing bo 8 - Lieu of di D - Section 40	at vidends PA deferral	3 - Other 6 - Medica 8 - Parach s E - Sectio	income L payments ute payments n 409A income
Press ENTER = Contin	nue, F16 = Exi	t.			10.02.00
	Case	aia Danantara			

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Step	Action
5	Verify the defaulting year in the 1099 Filing Year field is correct.
	If the information is incorrect, refer to Procedure A: Display/Update 1099 System Control Data for the instructions to modify the screen's entries.
6	Enter the amount indicator code in the 1099 Amount Indicator field. Leave the 1099 Amount Indicator field blank to de-select claims for 1099 processing.
	<i>Refer to this document's "Overview" for the Form 1099-MISC Statements Amount Indicator Table for an explanation of the amount indicator codes.</i>
7	For Step 4-F2 selections: Enter or select the Drop-down selection icon vithin the Vendor field to choose the vendor's information.
8	Select Enter twice.
	"*** Deselecting (or Selecting) All Vendors ***" briefly displays.

For **Step 4-F1** selections, the following screen displays:

Step

9

PCG D	Dist=8991	Rel=10.02.0	0 04/12/2010	DOD 001 9	SV C:\DE\	/SYS	C:\SECO	<u>– 8 ×</u>
	Select	/Deselect Clai	ims for All 1099	Vendors			FAR	PM1 01
	Enter or lea	1099 amount in ive blank to de	ndicator (1-8, B e-select 1099 cl	, C, D, E) to aims.) select,			
	1099 F	iling year:	10					
	1099 A	mount indicate	or: ** De-Se	lect 1099 **				
	Total	amount:	8,601,566.21	Item count:	380			
Amoun	t Indicator	s:	0					
4	- кептs - Fed incom	ne tax w∕h	2 - Royalties 5 - Fishing bo	at	3 - U 6 - N	itner i Medical	ncome pauments	
7	- Nonemploy	ee comp	8 - Lieu of di	vidends	B - F	Parachu	te payments	
C	- Legal ser	vices	D - Section 40	9A deferrals	E - S	Section	409A income	
Process	ing complet	edF16 = Exi	it.				10.	02.00
Action	l							
Doviou	u tha Tat	al Amount	of 1000's or	d the Tete	J Itom 4	Cour	t field ont	rios or
Review		ai Amount	01 1099 S al					nes, or
print th	ie results,	and select l	F16 (Exit) to	the Select/I	Deselect	Clain	<i>is Entry</i> sc	reen.

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			PCG Dist=8991	Rel=05.04.00	10/18/2007 CJD 00	1 C:\DEVSYS C:\S	ECOND	- BX
					Financial Acc	ounting & Reporti	ng	FARPP100
			FKey		IRS 1099	Processing Menu		
			1 -	- 1099 A/P Clai	ims Mass Update ims Maintenance			
			3 -	- 1099 Journal	l Voucher Maintenanc	e		
			5 -	- 1099 Vendor	Edit Listing			
			6	- 1099 Details	Edit Listing			
			10 -	 Print 1099-MI Create 1099 I 	ISC Forms Export File			
			13	- Dioploy/Upda		rol Doto		
			15	 Vendor File M 	daintenance	101 10 ata		
		Master	lse _{list}					07.02.00
	l	FIE V	irs si					
Step	Action							
T								
10	Select F16] (F16 - I	Exit) to	o return to	the Fin	ancial Acc	counting &
	_	`		, Í	Mantan	-		
	Processing I	Me	nu, or s	select .	master (N	laster) to	return to	the Busine
	Menu.							

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C2. Maintaining 1099 Accounts Payable Claims

Γ	PCG Dist=8991 Rel=05.04.00 08/17/2007 CJD	001 C:\DEVSYS C:\SECOND	
1	Financial Ac	ccounting & Reporting	MASTER1
	FKey Ma	aster Menu	
	Budget Account Master Menu		
	3 Claim Processing Menu		
	4 Vendor Check Processing Menu		
	5 Revenue Account Master Menu		
	7 Receipt Processing Menu	j menu	
	8 Cash Management & Investment	t Management Menu	
	9 Financial Reporting & Month/Yr-	End Close Menu	
	10 Account Master Description File	Menu	
	12 Year End Processing Menu	mellu	
	13 Special Functions Menu		
	14 Vendor Master Menu		
	15 Source Master Menu		
	20 File Reorganization		
	ster lise for Durate List		07.03.00
L			
A			
Action			
a 1 1 1			
Select <u>2</u>	F12 - Year End Process	sing Menu).	

The following screen displays:

Step

Step

1

	PCG Dist-8991 Rel=05.04.00 10/18/2007 CJD 001 C:\DEVSYS C:\SECOND Financial Accounting & Reporting	EOYP
	FKey Year End Processing Menu	
	Calendar Year End Processing: 10 IRS 1099 Processing Menu	
	Fiscal Year End Processing: 27 Transfer Open P.O.'s to New Year	
	Audit Department: 28 Expenditure Sampling 29 Revenue Sampling	
M3 1716		07.02.00
ction		

2 Select **10** (**F10** - Calendar Year End Processing: IRS 1099 Processing Menu).

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Action

Step

	Financial f	ccounting & Repor	ting	FARPP100
FKey	IRS 105	9 Processing Menu	1	
	19 A/P Claims Mass Update			
2 10	19 A/P Claims Maintenance			
	55 Journal Voucher Maintena	lince		
5 109	9 Vendør Edit Listing			
6 109	9 Details Edit Listing			
10 Pri	nt 1099-MISC Forms			
Cre	ate 1099 Export File			
13 Die	n average 2001 at the local strength of the	ontrol Data		
15 Ver	nder File Maintenance	ondor Data		
Master ^{Ilser} list				07.02.00

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DCG Dist=8991 Rel=10.02	2.00 04/12/2010 DOD 001	SV C:\DEVSYS C:\SECO & ×
Expense Vendor: 5499	PUBLIX INC.	FARPM1 02
SELEGI	Suite 000	
	Marietta. GA 30	1964
Seq: 9992 A/P b	<pre>inc: 421 Cross-ref seq:</pre>	
Description: THIS IS A TEST OF	LARGE CLAIM Vendor ref:	
	Purchase order:	000000
Date: 3/11/2010	Amount:	5,888.00
Paument: Check #	Amount: 5 888 00	Bank -
i dynenet i oneon a	iniounci sysserios	
Yr Fnd F Prgm Fnct	Objct Fcty B Addt'l	Amount 1099
Charge to: 10 100 1011 1000	61600 189 1 5,	555.00 <u>3</u>
10 100 1011 1000 00	01200 8010 3	111.00 _
00 66		-
00		-
00		<u> </u>
00		<u> </u>
00		-
55		-
Amount Indicators:		
1 - Rents	2 - Royalties	3 - Other income
4 - Fed income tax w/h	5 - Fishing boat	6 - Medical payments
7 - Nonemployee comp C - Legal services	8 - LIEU UT UIVIUENUS D - Section 4000 deferrals	B - Parachule payments E - Section (1800 income
t Legal services	b Section 4098 derentars	E Section 4098 Income
ENTER = Validate		
F16 to Reenter/Exit		10.02.00

Step	Action
5	For non-reported 1099 claims: Delete the entry in the 1099 field where appropriate, and select Enter twice.
	For reported 1099 claims: Enter or verify the valid code exists within the 1099 field, and select Enter twice.
	<i>Refer to this document's "Overview" for the Form 1099-MISC Statements Amount Indicator Table for an explanation of the amount indicator codes.</i>
	To modify additional claim information, continue to select Enter until the record is located. Make the appropriate modifications and select Enter <u>twice</u> .

PCG Dist=8991 Rel=10.02.0	00 04/12/2010 DOD 001 SV	C:\DEVSYS C:\SECO ₽ ×
Expense Vendor: 5499 PAID	PUBLIX INC. 1 Grocery Drive Suite 900 Nariotta Concerts 20060	FARPM102
Seq: 9993 A/P blr Description: MORE GROCERIES Date: 3/11/2010	nariecta, GH Cross-ref seq: ic: 421 Cross-ref seq: Vendor ref: MO Purchase order: 00 Amount:	RE GROC 0000 5,555.55
Disc date: Payment: 3/11/2010 Check # 13	Discount amount: 3688 Amount: 5,555.55 Ban	k: BK02
Yr Fnd F Prgm Fnct Of Charge to: 19 190 1011 1090 6 ¹ 09 09 09 09 09 09 09 09 09 09 09 09 09	ojct Fety B Addt'l Amo 100 199 1 5,555	unt 1899 .55
Amount Indicators: 1 - Rents 4 - Fed income tax w/h 7 - Nonemployee comp C - Legal services	2 - Royalties 5 - Fishing boat 8 - Lieu of dividends D - Section 409A deferrals	3 - Other income 6 - Medical payments B - Parachute payments E - Section 409A income
ENTER = Validate F16 to Reenter/Exit		10.02.00

PCGenesis displays the next sequential claim.

Step	Action
6	Select F16 (Exit) to the Search Criteria Entry screen.



Step	Action
7	Select F16 (Exit) to return to the <i>Financial Accounting & Reporting - IRS 1099 Processing Menu</i> .

Step

8

D PC	G Dist=8991 Rel=05.04.00	10/18/2007 CJD 001	C:\DEVSYS C:\SECON	ND	- 8 X
		Financial Accoun	ting & Reporting		FARPP100
	FKey	IRS 1099 Pro	cessing Menu		
	 1 1899 A/D Clai	me Mace Undata			
	2 1099 A/P Clai	ms Maintenance			
	<u>3</u> 1099 Journal	Voucher Maintenance			
	5 1099 Vendor	Edit Listing			
	6 1099 Details	Edit Listing			
	10 Print 1099-MI	SC Forms			
	11 Create 1099	Export File			
	13 Display/Upda	te 1099 System Control	Data		
	15 Vendor File M	laintenance			
Heater Sec.					07.02.00
naster	unt				
1					

Select **F16** - Exit) to return to the *Financial Accounting & Reporting – Year End Processing Menu*, or select **Master** (Master) to return to the *Business Applications Master Menu*.

C3. Updating a 1099 Vendor's Journal Voucher

Step	Action
1	To identify the Journal Voucher number: Using the instructions provided in Section J: Financial Reporting and Closing, Topic 1B: Processing Annual/Fiscal Year-End Closing Reports – Monthly & Special Audit File Reports, Procedure C: Printing the Journal Vouchers for Any Period Report, run a Journal Voucher Listing for the current calendar year. Proceed to Step 2 to update the affected journal vouchers.

PCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND Financial Accounting & Reporting	NASTER1			
FKey Master Henu				
1 Budget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 Vendor Check Processing Menu				
5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu				
9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu				
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu				
20 File Reorganization				
	07.03.00			

Step	Action
2	Select 12 (F12 - Year End Processing Menu).

PCG Dist=8991 Rel=05.04.00	10/18/2007 CJD 001 C:\DEVSYS C:\SECOND Financial Accounting & Reporting	EOYP
FKey	Year End Processing Menu	
Calendar Year E 10 IRS 1099 Pro	nd Processing: ocessing Menu	
Fiscal Year End 27 Transfer Opt	Processing: en P.O.'s to New Year	
Audit Departmen 28 Expenditure 29 Revenue Sa	t: Sampling mpling	
Naster ^{lise} list ended		67.02.00

Select **10** (**F10** - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:

Ac

Step

3

Step

[DCG Dist=8991 Rel=05.04.00 10/18/2007 CJD 001 C:\DEVSYS C:\SECOND	_ BX
	Financial Accounting & Reporting	FARPP100
	 1 1099 A/P Claims Mass Undate	
	2 1099 A/P Claims Maintenance 3 1099 Journal Voucher Maintenance	
	5 1099 Vendor Edit Listing 6 1099 Details Edit Listing	
	10 Print 1099-MISC Forms 11 Create 1099 Export File	
	13 Display/Update 1099 System Control Data 15 Vendor File Maintenance	
		97.92.00
ction		

4 Select 3 (F3 - Journal Voucher Maintenance).

Step

	PCG Dist=8991	Rel=10.02.00	04/12/2010	DOD 001	SV C:\DEVSYS	C:\SECO 🗗 🗙
		10	99 JOURNAL			FARPM103
		VOUCHEI	R MAINTENANCE			
	Ento	er the Voucher #	to be Updated	:		
	ENTER = Continue,	F16 = Exit				10.02.00
ŀ	Action					

5	Enter the journal voucher number in the Enter the Voucher # to be Updated field, and select Enter (Continue).
	The journal entry screen briefly displays with the cursor positioned and flashing in the 1099 indicator field.

Step

6



7	Select F12 (Update).

	PCG Dist=8991	Rel=10.02.00	04/12/2010	DOD 001	SV C:\DEVSYS	C:\SECO 🗗 🗙
-						FARPM103
		** UPDAT	E COMPLETE **			
	ENTER = Update And	other Voucher	F16 = Exit			10.02.00
	officer					

Step	Action
8	To update additional journal voucher(s): Select Enter (Update Another Voucher), and repeat this procedure beginning at <i>Step 2</i> .
	When selecting a journal voucher in error, from the Journal Vouchers for Any Period Report determine the appropriate voucher number, and repeat these steps beginning at Step 1. Delete the entries in the 1099 indicator field where appropriate, and select Enter.
9	Select F16 (Exit) to return to the <i>Financial Accounting & Reporting - IRS 1099 Processing Menu</i> .

Step

CG Dist=8991 Rel=05.04.00 10/18	/2007 CJD 001 C:\DEVSYS C:\SECOND nancial Accounting & Reporting	FARPP189
FKey 1 1099 A/P Claims Ma 2 1099 A/P Claims Ma 3 1099 Vendor Edit Lis 6 1099 Vendor Edit Lis 10 Print 1099-MISC For 11 Create 1099 Export 13 Display/Update 1095 15 Vendor File Maintend	IRS 1099 Processing Henu ss Update intenance er Maintenance sting sting B System Control Data ance	
Nater ^{fre} list re⇔ I™3 103		87.82.88
Action		

10 Select **FIG** (**F16** - Exit) to return to the *Financial Accounting & Reporting – Year End Processing Menu*, or select **Master** (**Master**) to return to the *Business Applications Master Menu*.

C3.1 Scenarios Requiring a Journal Voucher Entry

•	To reduct parts and 1099 repo- illustration	e the amount of a 1099 claim: For exampl labor and the entire amount was paid on one orting is labor, it would be necessary for you n below:	e, if a vendo e claim. Sin to enter a Jo	or billed on the s ce the only expe ournal Voucher	ame invoice for ense eligible for similar to the
	1099	ACCT	Dr	Cr	VENDOR
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	999		XXX
	Х	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		999	XXX
•	Statement	s. The account number should be the same	<u>on both acco</u>	ount lines.	yy = MISC
•	Toreuuc	e the amount of a Claim that has been par	u ili a prior	instal year. In	uns instance, it
	would be	necessary to enter a Journal Voucher as in the	he example	below:	
	1099	necessary to enter a Journal Voucher as in the ACCT	he example	below: Cr	VENDOR
	1099	necessary to enter a Journal Voucher as in th ACCT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	he example Dr 999	below: Cr	VENDOR XXX
	would be 1099 X	necessary to enter a Journal Voucher as in the ACCT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	he example Dr 999	below: Cr 999	VENDOR XXX XXX

year that requires reporting on the FORM 1099-MISC Statements for the current calendar year.

C4. Printing the 1099 Details Edit Listing

PCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	
Financial Accounting & Reporting	MASTER1
FKey Haster Henu	
1 Budget Account Master Menu	
2 Purchase Order Processing Menu	
3 Claim Processing Menu	
vehilder check Processing Menu	
5 Revenue Account Master Menu	
6 Accounts Receivable Processing Menu	
7 Receipt Processing Menu	
Losn Management & Investment Management Menu	
9 Financial Reporting & Month/Yr-End Close Menu	
10 Account Master Description File Menu	
11 General Ledger Account Master Menu	
Year End Processing Menu	
13 Special Functions Menu	
14 Vendor Master Menu	
15 Source Master Menu	
20 File Beerganization	
Master Benjist	07.03.00
n	
1	
10	
12 (F12 - Year End Processing Menu)	

The following screen displays:

Step

Step

1

	PCG Dist=8991 Rel=05.04.00 10/18/2007 CJD 001 C:\DEVSYS C:\SECOND Financial Accounting & Reporting	
	FKey Year End Processing Menu	
	Calendar Year End Processing: 10 IRS 1099 Processing Menu	
	Fiscal Year End Processing: 27 Transfer Open P.O.'s to New Year	
	Audit Department: 28 Expenditure Sampling 29 Revenue Sampling	
Mas Fre ⁴		07.02.00

2 Select **10** (**F10** - Calendar Year End Processing: IRS 1099 Processing Menu).

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Select **6** (**F6** - 1099 Details Edit Listing).

The following screen displays:

Step

3

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	PCG Dist=8991	Rel=10.02.00	04/12/2010	DOD 001	SV C:\DEVSYS	C:\SECO B >
						FARPM105
		1099 DETAI	LS EDIT LISTIN	G		
		IRS 1099 RE	PORTING YEAR:	18		
	ENTER = Continue,	F10 = Exit				10.02.00
A	Action					

4	Verify the defaulting <u>current</u> calendar within the IRS 1099 REPORTING YEAR field is
	correct, and select Enter (Continue).
	If the entry in the field is incorrect, select F16 to exit this procedure and to update the
	1099 System Control Data. Refer to Procedure A: Display/Update 1099 System Control

Data for the instructions.

Step

"Extracting Expense Records", "Extracting JEMASTER Records", and "Sorting Extracted Records" briefly display.

PCG Dist-8991 Rel-05.04.00 10/18/2007 CJD 001 C:UEVSYS C:USECOND Financial Accounting & Reporting	FARPP100						
FKey IRS 1099 Processing Menu							
1 1099 A/P Claims Mass Update 2 1099 A/P Claims Maintenance							
3 1099 Journal Voucher Maintenance							
5 1099 Vendor Edit Listing 6 1099 Details Edit Listing							
10 Print 1099-MISC Forms 11 Create 1099 Export File							
13 Display/Update 1099 System Control Data							
Module Bitty, I	87.82.88						

Step	Action
5	To print the report via the Uqueue Print Manager: Select(Uqueue).To print the report via Microsoft® Word: SelectImage: Colspan="2">(MS WORD).Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the
	feature where appropriate.
6	Select FIG (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End</i> <i>Processing Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .
	 Verify the Edit Listing carefully paying particular attention to the final page of the report identifying the "Total Number of Vendors Requiring 1099's" and the "Total Number of Vendors with Errors". Where appropriate, PCGenesis identifies the error codes within the Error Table portion of the report. Correct all errors and repeat this procedure until there are no errors. The amount indicators, i.e., CONTROL 1, 2, 3, etc. will also contain total dollar amounts. Refer to C3.1 Scenarios Requiring a Journal Voucher Entry for examples of claims requiring the entry of a Journal Voucher.

C4.1. 1099 Details Edit Listing – Example

									=Page	Break=												
REPORT I	DATE:	10/19/200	7	1 (099	DETA	ILS	ΣE	DIT	LI	SТ	ΙN	G						P/	AGE :	1	
REPORT	IME:	08:56 AM					BY VEN	IDOR I	IAME										E/	ARPR10	6	
				5	SYSTEM:	8991	GADOE	BOARD	OFED	UCATIO	N											
							102 MA	III ST	REET													
							GADOE,	, GA	30334													
EMPLOYER	R: F	EDERAL ID	(EIN): 998	877889	FILING	FOR: 2	006 N	IAME (ONTROL	: GADO	тс	C: 9	90412	AMO	UNT INC	DICATO	DRS: 3	4,7				
1	RANS	TRANS	SEQUENCE	CHECK	CHECK					1099	TRA	IIS			ACCOUN	Т						
(ODE	DATE	NUMBER	NUMBER	DESCRI	PTION				IND	AMO	UNIT			NUMBER	t i						
VENDOR:	00134	8 CH8ISTE	NSON, MO8A	MED		1099(Y/N):	Y	FED-ID	(Y/N):	N	55	SN/EIN	1: 99	9089036	5 N	IAME CO	DITROL :	: WALI	ĸ		
	AP	01/06/06	9938	048801	STUFF					7			300.	00	06-100	0-0-99	990-230	00-3110	00801	000000	90	
CONTROL	7:	300.0	0																			

The final page of the report lists amount indicator, 1099 and vendor record errors.

			NLI UNI	TOTALS		
1-Rents	:	\$0.00	2-Royalties:	\$0.00	3-Other :	\$500.00
4-Fed Tax	:	\$0.00	5-Boat :	\$0.00	6-Medical :	\$0.00
7-Nonemploy):	\$0.00	8-Dividends:	\$0.00	B-Parachute:	\$0.00
C-Legal	:	\$0.00	D-409A Def :	\$100.00	E-409A Inc :	\$0.00
		TOTAL	NUMBER OF VENDOR	S REQUIRING 1099'S =	1	
		TOTAL	NUMBER OF VENDOR	S WITH ERRORS =	1	

Procedure D: Producing 1099-MISC Forms and Magnetic Media

D1. Printing the Internal Revenue Service (IRS) 1099-MISC Forms

	PCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	- D
		HISTENT
	FREY HASTEP Henu	
	1 Budget Account Master Menu	
	2 Purchase Order Processing Menu	
	4 Vendor Check Processing Menu	
	· · · · · · · · · · · · · · · · ·	
	5 Revenue Account Master Menu	
	Accounts Receivable Processing Menu	
	B Cash Management & Investment Management Menu	
1		
	9 Financial Reporting & Month/Yr-End Close Menu	
	11 General Ledger Account Master Menu	
	12 Year End Processing Menu	
	13 Special Functions Menu 14 Vendor Master Menu	
	15 Source Master Menu	
	20 File Reorganization	
Maste	er Userlist	07.03.00
FIE	• C3 ***3	

Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:

Action

Step

	PCG Dis	t=8991	Ret=00	.04.00	10/18 Fi	nanci	Lal Ac	count	ing :	ists & Rep	ortin	g		EOYP	
		FKey				Yea	ar End	l Proc	essi	ng Me	nu				
		Ca 10 -	lendar \ - IRS 10	'ear En 199 Pro	d Proce cessin	essing g Men): u								
		Fis 	cal Yea - Transf	r End F er Ope	rocess n P.O.'s	ing: s to No	ew Yea	ar							
		Au 28 - 29 -	dit Depa - Expen - Reven	rtment: diture S ue San	Samplii npling	ng									
Maste r1e⊄	er ^{Ilse} list	lor 3												07.02.0	00
															_

2	Select 10	(F10 - Calendar	Year End Processing:	IRS 1099 Processing Menu).
---	-----------	-----------------	----------------------	----------------------------

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	Financial Accounting & Reporting	EARPP18
	1 1099 A/P Claims Mass Update	
	2 1099 A/P Claims Maintenance	
	3 1099 Journal Voucher Maintenance	
	5 1099 Vendor Edit Listing	
	6 1099 Details Edit Listing	
	10 Print 1099-MISC Forms	
	Create 1099 Export File	
	13 Display/Update 1099 System Control Data	
	15 Vendor File Maintenance	
Master	# ^{Ise} list	07.02.0

Step	Action
3	Select 10 (F10 - Print 1099 – MISC Forms).

The following screen displays:

C4DEVSYS C4SECOND	- # X
	FARPM107
Print IRS 1099-Miscellaneous Forms	
LUA phone number: (<u>800</u>) <u>869</u> - <u>1011</u> ×	
Extract A/P and J/E data for calendar year: 08	
Vendor number: <u>000000</u>	
(Enter 000000 to include all vendors.)	
ENTER - Continue Edd - Enit	00 01 00
EMIEK = GONLINGE, FID = EXIC	86.84.00

Step	Action
4	Enter the telephone number including the area code and the extension in the LUA PHONE NUMBER field.
5	Verify the defaulting EXTRACT A/P and J/E DATA for CALENDAR YEAR entry is correct. If the entry in the field is incorrect, select F16 (Exit) to exit this procedure, and to update the 1099 System Control Data. Refer to Procedure A: Display/Update 1099 System Control Data for the instructions.

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Step	Action
6	 For all vendors: Enter or verify the entry of 000000 in the Vendor Number field. For a specific vendor: Enter the vendor's number or select the Drop-down selection icon ✓ in the Vendor field to choose the vendor's information.
7	Insert the 1099 forms and select Enter twice. "Extracting Expense Records" and "Creating JEMASTER Records" briefly display.

🗎 P	CG Dist=8991 Rel=10.03.01 12/09/2010 DOD 002 SV C:\DEVSYS C:\SEC	0 <u>- </u> 문×
	VERIFY 1099-MISC FORMS ARE INSERTED!!!	FARPM108
	Combine Duplicate SSNs/EINs? Ýes PNo	
	Select the desired print option. Print All 1099's Indicate Desired Print Sequence Vendor Name Vendor SSN/EIN Vendor Nbr	
	Reprint 1099's for the Following EIN's/SSN's:	
	<u>0805506955 806506555 895506955 8550695559 956855955 896655965 868559665</u> 8685586898 865686855 89988658 858685858 888655888 988858888 988558888	
	Enter = Continue, F16 = Exit	10.04.00

Step	Action
8	Select the (Radio button) to the left of Yes or No to determine if duplicate Social Security Numbers (SSNs) and Employee Identification Numbers (EINs) are to be combined.
9	In order to print <u>all</u> 1099's, select the (Radio button) to the left of the Print All 1099's label.
10	Select the (Radio button) to the left of the desired print sequence.
11	Insert the 1099-MISC forms. Select Enter (Continue).

The following dialog box displays:

≡ Select Printe	er _ 🗆 🗙
Select Printer:	VprintserverV2275-HPLJ4300dtn Microsoft XPS Document Writer
Called By: CALL1099	Microsoft Office Document Image Writer HP LaserJet 4 - Virtual Generic / Text Only Adobe PDF
Orientation: Portrait C Landscape	\\printserver\199-HPCLJ8550GN \\printserver\2240-HPLJ4300 \\printserver\2276-HPLJ4300DTN \\printserver\2277-HPLJ4300dtn \\printserver\38283-X4517
Default Printer	\\printserver\2275-HPLJ4300dtn
Selected Printer	\\printserver\2275-HPLJ4300dtn
	<u>O</u> K <u>C</u> ancel
Action	

Step	Action
12	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate Printer's name. Verify that the correct printer displays in the Selected Printer text box.
13	Select OK (OK).

					· ·	CALL1099
	Setu	o for 1099 MISC				
	Current Printer Selected	\\printserver\4806	67-HPLJ4100D	TN		
	Please Make Selection					
	Final - Select Printer					
	F2 - Print Sample 10	199				
	F8 - Prints OK, Con	tinue				
	F16 - Cancel and Exi	t				10.02.00
A	Action					

Ston

Bicp	Action
14	Insert an <u>actual 1099-MISC</u> form into the printer's feeder tray, and select F2 (F2 – Print Sample 1099).
	Print the sample copy of the 1099-MISC form to ensure the information is properly aligned before continuing.
	Contact the Technology Management Customer Support Center for assistance as needed.
	<i>To exit the Print Test Option, select</i> F16 (<i>F16 -Cancel and Exit</i>), and proceed to Step 17.
15	Select F8 (F8 – Prints OK, Continue).

	PCG Dist=8991	Rel=10.02.00	04/12/2010	DOD 001	SV C:\D	EVSYS (:\SECO	8	×
								FARPP108	
	**	** REMOVE 1099	FORMS from PRI	NTER ****					
		Press EN	TER to Continu	e			l	08.04.00	
	Action								
<i>c</i>									



Step	Action
17	Select FIG (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End</i> <i>Processing Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .
18	Compare the FORM 1099-MISC Statements to the 1099 Vendor Details Edit Listing to verify that they are correct. Repeat the appropriate procedure to correct the error and repeat these steps where appropriate.

D2. Re-Printing the Internal Revenue Service (IRS) 1099-MISC Forms

	PCG Dist=8991 Rel=05.04.00 08/17/2007 CJD 001 C:\DEVSYS C:\SECOND	_ 20
	Financial Accounting & Reporting	NH2TERJ
	FKey Master Menu 	
	1 Budget Account Master Menu	
	3 Claim Processing Menu	
	4 Vendor Check Processing Menu	
	5 Revenue Account Master Menu	
	6 Accounts Receivable Processing Menu	
	Cach Management & Investment Management Menu	
	9 Financial Reporting & Month/Yr-End Close Menu	
	11 General Ledger Account Master Menu	
	12 Year End Processing Menu	
	13 Special Functions Menu	
	14 Vendor Master Menu	
	15 Source Master Menu	
	20 File Reorganization	
Maste	# lse ist	07.03.00
FIE	• (43) ***3	

Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:

	bist-offic fields.	Financ	ial Account	ting & Rep	orting	EOYP
	FKey	Ye	ar End Proc	essing Me	nu	
	Calendar V	asr End Processin	a'			
	10 IRS 10	9 Processing Mer	9. 1u			
	Fiscal Year	End Processing:				
	27 Transfe	r Open P.O.'s to N	ew Year			
	Audit Depa 28 Expense	tment: liture Sampling				
	29 Reven	e Sampling				
1.						 87 80
Master User	ist					07.02.
FIG YOU LE	2 3					

Step	Action
2	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

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	Financial Accounting & Reporting	FARPP18
	FKey IRS 1099 Processing Menu	
	 	
	5 1099 Vendor Edit Listing 6 1099 Details Edit Listing	
	10 Print 1099-MISC Forms 11 Create 1099 Export File	
	13 Display/Update 1099 System Control Data 15 Vendor File Maintenance	
		87 82 8
Master	2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	07.02.0

Step	Action
3	Select 10 (F10 - Print 1099 – MISC Forms).

The following screen displays:

	0.00
CIDEVSYS CASECOND	EARDH197
Print IRS 1099-Miscellaneous Forms	FHREFT107
LUA phone number: (8 <u>00</u>) <u>869 - 1011 x</u>	
Futuret A/D and 1/E data for estandar years (9)	
Extract H/F and J/E data for Catendar year: 08	
Vendor number: <u>000000</u>	
(Enter 000000 to include all vendors.)	
ENTER - Continue, F16 - Exit	08.04.00

Step	Action
4	Enter the telephone number including the area code and the extension in the LUA PHONE NUMBER field.
5	Verify the defaulting EXTRACT A/P and J/E DATA for CALENDAR YEAR entry is correct. If the entry in the field is incorrect, select F16 (Exit) to exit this procedure, and to update the 1099 System Control Data. Refer to Procedure A: Display/Update 1099 System Control Data for the instructions.

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Step	Action
6	 For all vendors: Enter or verify the entry of 000000 in the Vendor Number field. For a specific vendor: Enter the vendor's number or select the Drop-down selection icon ✓ in the Vendor field to choose the vendor's information.
7	Insert the 1099 forms and select Enter twice. "Extracting Expense Records" and "Creating JEMASTER Records" briefly display.

PCG Dist=8991 Rel=10.03.01 12/09/2010 DOD 002 SV C:\DEVSYS C:\SE	co 문×
UERIFY 1099-MISC FORMS ARE INSERTED!!!	FARPM108
Combine Duplicate SSNs/EINs? © Yes © No	
Select the desired print option. Print All 1099's Indicate Desired Print Sequence Vendor Name Vendor SSN/EIN Vendor Nbr	
Reprint 1099's for the Following EIN's/SSN's:	
819999631 8199996306666666666666666666666666666666	
Enter = Continue, F16 = Exit	10.04.00

Step	Action
8	Select the (Radio button) to the left of Yes or No to determine if duplicate Social Security Numbers (SSNs) and Employee Identification Numbers (EINs) are to be combined.
9	Select the (•) (Radio button) to the left of the Reprint 1099's for the Following EIN's/SSN's label. Enter up to 14 EIN's/SSN's to be reprinted.
10	Insert the 1099-MISC forms. Select Enter (Continue).

Georgia Department of Education Dr. John D. Barge, State Superintendent of Schools January 21, 2011• 10:02 AM • Page 49 of 58 All Rights Reserved. The following dialog box displays:

CI.

🚞 Select Printe	er ×
Select Printer:	VprintserverV2275-HPLJ4300dtn Microsoft XPS Document Writer
Called By: CALL1099	Microsoft Office Document Image Writer HP LaserJet 4 - Virtual Generic / Text Only Adobe PDF
Orientation: Portrait Landscape	\\printserver\199-HPCLJ8550GN \\printserver\2240-HPLJ4300 \\printserver\2276-HPLJ4300DTN \\printserver\2277-HPLJ4300dtn \\printserver\38283-X4517
Default Printer	\\printserver\2275-HPLJ4300dtn
Selected Printer	\\printserver\2275-HPLJ4300dtn
	<u>O</u> K <u>Cancel</u>
Action	

Step	Action
11	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate Printer's name. Verify that the correct printer displays in the Selected Printer text box.
12	Select OK (OK).

	PCG DISt-0991 P	(ei-10:02:00	04/12/2010	000 001		 CALL	1099
		Setup	for 1099 MISC				
	Current Printe	r Selected	\\printserver\480	67-HPLJ4100D	TN		
	Please Make Selection						
	F1	- Select Printer					
	F2	- Print Sample 10	99				
	F8	- Prints OK, Conti	inue				
	F16	- Cancel and Exit				10.0	2.00
A	Action						
							50

Step	Action
13	Insert an <u>actual 1099-MISC</u> form into the printer's feeder tray, and select F2 (F2 – Print Sample 1099).
	<i>Print the sample copy of the 1099-MISC form to ensure the information is properly aligned before continuing.</i>
	Contact the Technology Management Customer Support Center for assistance as needed.
	<i>To exit the Print Test Option, select</i> F16 (<i>F16 -Cancel and Exit</i>), and proceed to Step 16.
14	Select F8 (F8 – Prints OK, Continue).

Ē	PCG Dist=8991	Rel=10.02.00	04/12/2010	DOD 001	SV C:\DI	EVSYS C	::\SECO 📕	8 ×
							FARPP1	08
	:	** REMOVE 1099	FORMS From PRI	NTER **				
		Press EN	TER to Continu	2			08.04.	00
	Action							
						.		
15	Remove the F	ORM 1099-1	MISC State	ments fro	om the	Printer,	and selec	t Enter
	Continue).							



Step	Action
16	Select FIG (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End</i> <i>Processing Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .
17	Compare the FORM 1099-MISC Statements to the 1099 Vendor Details Edit Listing to verify that they are correct. Repeat the appropriate procedure to correct the error and repeat these steps where appropriate.

D3. Creating the Internal Revenue Service (IRS) 1099 Magnetic Media File/Copying the File to Diskette

FKey 2 3 4 5 6 7 8 9	Budget Account Purchase Order Claim Processi Vendor Check F Revenue Accou Accounts Recei Receipt Proces Cash Managem	t Master M r Processin Ing Menu Processing unt Master ivable Proc sing Menu nent & Inve	Mast Ienu ng Menu Menu Menu cessing M	er Menu enu					
1 2 3 4 5 6 7 8 9	Budget Account Purchase Order Claim Processi Vendor Check F Revenue Accou Accounts Recei Receipt Proces Cash Managem	t Master M r Processin Processing unt Master ivable Proc sing Menu nent & Inve	lenu ng Menu Menu Menu cessing M	enu					
1 2 3 4 5 6 7 8 9	Budget Account Purchase Order Claim Processi Vendor Check F Revenue Accou Accounts Recei Receipt Proces Cash Managem	t Master M r Processing Processing unt Master ivable Proc sing Menu nent & Inve	ienu ng Menu j Menu Menu cessing M	enu					
3 3 5 6 7 8 9	Claim Processi Vendor Check F Revenue Accou Accounts Recei Receipt Proces Cash Managem	ing Menu Processing unt Master ivable Proc ising Menu nent & Inve	Menu Menu Cessing M	enu					
4 5 6 7 8 9	Vendor Check F Revenue Accou Accounts Recei Receipt Proces Cash Managem	Processing Int Master Ivable Proc Ising Menu Inent & Inve	Menu Menu cessing M	enu					
5 6 7 8 9	Revenue Accou Accounts Recei Receipt Proces Cash Managem	unt Master ivable Proc sing Menu nent & Inve	Menu cessing M	enu					
6 7 8 9	Accounts Recei Receipt Proces Cash Managem	ivable Proc sing Menu nent & Inve	cessing M	enu					
7 8 9	Receipt Proces Cash Managem	sing Menu nent & Inve	1 1	ona					
<u>8</u> 9	Cash Managerr	nent & Inve							
9			sument Ma	anagemen	t Menu				
0	Einanoial Bana	rting 9 Ma	oth Mr. Eng	l Close Me					
10	Account Master	runy a mu r Descrintio	nuių tr-Eliu on File Me	I CIUSE ME	anu				
11	General Ledger	r Account N	Master Me	nu					
12	Year End Proce	essing Me	nu						
13	Snecial Functio	ins Menu							
14	Vendor Master	Menu							
15	Source Master	Menu							
20 (
20	File Reorganiza	ation							
							,,		
list									07.03.00
3 103									
	11 12 13 14 15 20	Control Ledge Control	Account Master Descriptung	Account Master Description File Me To General Ledger Account Master Me To Year End Processing Menu To Special Functions Menu To Source Master Menu Do File Reorganization	Account Master Description File Menu	Construction of the Menu Construction of the Menu Construction of the Menu Constructions Menu Constructions Menu Constructions Menu Constructions Menu Constructions Construction Construction	Account Master Description The Menu	Account Master Description File Menu	Account Master Description File Menu

Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:

Step

2

	PCG Dist=8991 Rel=05.04.00 10/18/2007 CJD 001 C:UEVSYS C:\SECOND Financial Accounting & Reporting	- BX	
	FKey Year End Processing Menu		
	Calendar Year End Processing: 10 IRS 1099 Processing Menu		
	Fiscal Year End Processing: 		
	Audit Department: 28 - Expenditure Sampling 29 - Revenue Sampling		
	<u>Mater ⁸⁰lut</u>	07.02.00	
			1
Action			
Select 10	(F10 - Calendar Year End Processing: IRS 109	99 Proce	essing Menu)

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Step

3

	PCG Dist=8991 Rel=05.04.00 10	0/18/2007 CJD 001 C:\DEVSYS C:\SE	COND	- 8 X
		Financial Accounting & Reportin	g	FARPP100
	FKey	IRS 1099 Processing Menu		
	 1 1099 A/P Claims 2 1099 A/P Claims 3 1099 Journal Vo	: Mass Update : Maintenance ucher Maintenance		
	5 1099 Vendor Edi 6 1099 Details Edi	it Listing it Listing		
	10 Print 1099-MISC 11 Create 1099 Exp	Forms port File		
	13 Display/Update 15 Vendor File Mair	1099 System Control Data ntenance		
Master F16	Isonitation and a second secon			07.02.00
-				
11 (F	11 Croata 100	0 Magnatia Madi	a fila)	
(F	11 - Create 109	⁷⁹ Magnetic Medi	a me).	

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PCG Dist=8991 Rel=10.04.01 01/21/2011 DOD 001 SV C:\DEVSYS	C:\SECO₽×
Create IRS 1099-Miscellaneous Export File	FARPM107
Extract A/P and J/E data for calendar year: 10	
LUA contact phone number: (<u>999</u>) <u>555 - 1234</u> x Contact name: <u>W2 CONTACT NAME</u> Contact email: IW2clerk@district.k12.ga.us	
ENTER = Continue, F16 = Exit	10.02.00

Step	Action
4	Verify the defaulting EXTRACT A/P and J/E DATA for CALENDAR YEAR entry is correct.
	<i>PCGenesis populates the "Contact" fields as users complete the Magnetic Media procedure.</i>
	If the entry in the field is incorrect, select F16 (Exit) to exit this procedure. Refer to Procedure A: Display/Update 1099 System Control Data for the instructions to update the 1099 System Control information in PCGenesis.
5	Enter the telephone number, including the area code and the extension in the LUA CONTACT PHONE NUMBER field.
6	Enter the school district/system magnetic media contact's name in the CONTACT NAME field.
7	Enter the school district/system contact's E-mail address in the CONTACT EMAIL field.
8	Select Enter twice. The "Extracting Expenses Records", "Extracting JEMASTER Records", "Sorting Extracted Records" and "Creating IRSTAX1" briefly display.

	PCG Dist=8991 Rel=10.02.00 04/12/2010 DO	D 001 SV C:\DEVSYS	C:\SECO & ×
-	IRS 1099 TOTALS		FARPM109
	NUMBER OF VENDORS REPORTED:	1	
	AMOUNT INDICATOR 1. Repts	0 00	
	AMOUNT INDICATOR 2: Royalties	0.00	
	AMOUNT INDICATOR 3: Other	500.00	
	AMOUNT INDICATOR 4: Federal Tax	0.00	
	AMOUNT INDICATOR 5: Boats	0.00	
	AMOUNT INDICATOR 6: Medical	0.00	
	AMOUNT INDICATOR 7: Nonemployee	0.00	
	AMUUNI INDICATOR R: Dividends	U.UU	
	HMUUNI INVICHIUK B: PAPACHULE	0.00	
	AMOUNT INDICATOR D. 1000 Defer	100 00	
	AMOUNT INDICATOR F: 409A Income	6_66	
	FILE NAME = C:/SECOND/FHRDHIH/IK21HX1		
	(Any Key to Continue)		10.02.00
	Action		
	Compare the total number of FORM 1099-M.	ISC Statements issue	ed (reported) to the
	hash 1000 Amount Indiagton and		
	each 1099 Amount Indicator code.		
+			
	Record the filename(s) or screen-print the Su	ccessfully Created sc	reen and select E
· · ·	print the sur		

When creating multiple files, the filenames will be IRSTAX1, IRSTAX2, etc. Each file mus
<i>be copied to a single diskette. These file(s) are located in K:\SECOND\FARDATA.</i>

11 Select Enter (to Continue).

Step



Step Action Select F16 - Exit) to return to the Financial Accounting & Reporting – Year End 12 Processing Menu, or select Master (Master) to return to the Business Applications Master Menu. 13 To copy the file to a diskette: Insert a blank, formatted diskette into the A: drive. From Windows[®] Explorer, access K:\SECOND\FARDATA \rightarrow IRSTAX1. Right-select **IRSTAX1**, and select **Send To 3 1/2 Floppy** (A). The Copying window briefly display with the IRSTAX1 from FARDATA to A:\ prompt. After successfully copying the file to a diskette, remove and label the diskette. <u>Repeat this process for all files</u>. Each file must be copied to a single diskette and labeled with the correct filename, i.e. IRSTAX2, etc. The IRS Notice 210 Preparation for Instructions for Media Label provides detailed instructions for the proper labeling of magnetic media. The IRS provides these instructions at http://www.irs.gov/pub/irs-pdf/n210.pdf. IRS Form 4804 - Transmittal of Information Returns Reported Magnetically must be completed and included with the mailing of the diskette(s). The IRS provides this form at http://www.irs.gov/pub/irs-pdf/f4804.pdf.